

CLASSIFICATION: CAPTAIN, ADULT INSTITUTION

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of principles and practices of personnel, management/resources (e.g., employee training, development, evaluation, labor agreements, grievance resolution, staff discipline, etc.) in order to effectively manage the daily operations within a correctional setting.
K2.	Advanced knowledge of training methods to ensure staff fulfill the daily security operational requirements of the department and meet the developmental needs of the employee.
K3.	Advanced knowledge of principles, methods, and level of custodial care/treatment and discipline of inmates based upon classification in order to effectively manage the daily operations within a correctional setting, provide a systematic process for the programming, housing and custody decisions for safe and secure management of inmates, escape prevention/apprehension and disturbance control, etc.
K4.	Advanced knowledge of inmates attitudes, problems, and behaviors in order to effectively manage the daily operations within a correctional setting and to provide a systematic process for the programming, housing and custody decisions for safe and secure management of inmates, escape prevention/apprehension and disturbance control, etc.
K5.	Advanced knowledge of the Department's Use of Force policies/procedures and the levels/options available in order to authorize or review Use of Force incidents, etc.
K6.	Comprehensive knowledge of health and safety standards and laws mandating an environment free of bio-hazards, infectious disease exposure, etc., in order to effectively contain/control and protect all individuals from exposure, etc.
K7.	Comprehensive knowledge of laws, rules and regulations governing the California Department of Corrections and Rehabilitation (CDCR) in order to effectively manage the daily operation within a correctional facility.
K8.	Comprehensive knowledge of institution security (e.g., electrified fence, secure perimeter, pedestrian/vehicle sally port operations, armed posts, etc.) in order to provide public safety and ensure the security of the institution utilizing laws, rules, regulations, etc. as required.
K9.	Advanced knowledge of the Department's Equal Employment Opportunity (EEO) Program objectives and processes available in order to ensure a discrimination-free work environment.
K10.	Advanced knowledge of the inmate appeal process (e.g., CDC 602-Inmate/Parolee Appeal Form, CDC 1824-Reasonable Accommodation Request Form [ADA], CDCR Form 22, etc.) in order to review, resolve, respond and track/monitor appeals within the specified time constraints, etc.
K11.	Comprehensive knowledge of the purpose, mission, and goals of the Department to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the department/institution, etc.
K12.	Advanced knowledge of the principles of effective verbal and written communication, and group dynamics to accurately and effectively communicate job related information and conflict resolution, etc.

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Knowledge of:	
K13.	Comprehensive knowledge of the classification procedures to provide a systematic process for the programming, housing and custody decisions used in the safe and secure management of inmates.
K14.	Basic knowledge of the inmate appeal process (e.g., CDCR 602-HC [Health Care], etc.) in order to review, respond and track/monitor appeals.
K15.	Comprehensive knowledge of personnel management principles and practices as it relates to employee training, development, and evaluation to ensure compliance with laws, rules, regulations, and policies and it applies to the CDCR.
K16.	Advanced knowledge of the inmate disciplinary process to ensure due process rights are afforded and procedural requirements are in compliance with departmental rules and regulations.
K17.	Comprehensive knowledge of access to care, principles, methods, and level of care used in the custody, classification, discipline, programs and/or referral of inmates manifesting bizarre or unusual behavior in order to identify the need for medical/mental health referral to the appropriate Medical/Mental Health Program.
K18.	Comprehensive tactical operational knowledge and situational awareness in order to handle emergency situations.
K19.	Advanced knowledge of litigation affecting the daily operation of CDCR (e.g., Coleman, Armstrong, Clark, Plata, Perez, etc.) to ensure staff fulfill the operational requirements of the department as it relates to inmate access to health care benefits of services, programs, or activities.
K20.	Basic knowledge of the National Incident Management System (NIMS) for incorporation into the emergency operations preparedness plans to successfully mitigate incidents.
K21.	Comprehensive knowledge of interview techniques in order to obtain information from others, etc.
K22.	Comprehensive knowledge of firearm(s) as it applies to its proper operation and handling in order to ensure staff/public safety.
K23.	Comprehensive knowledge of the use and proper handling of safety equipment (e.g., soft body armor, chemical agents, mechanical restraints, hand held radio, etc.) in order to be consistent with the laws, rules, and regulations, DOM, etc.
K24.	Comprehensive knowledge and awareness of the tools available (e.g., computer systems/programs, day planner, task list, etc.) to prioritize/organize daily operations.
K25.	Comprehensive knowledge of the principles and practices of training methods in order to ensure a trained and effective workforce.
K26.	Advanced knowledge of the Use of Force and the levels/options available in order to maintain compliance with laws, rules, regulations, and DOM, etc.
K27.	Comprehensive knowledge of the Department's policies and procedures pertaining to the use of firearm(s) for an on or off duty peace officer in order to comply with laws, rules, regulations, and to ensure public safety, etc.

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KSAPC Statements	
Ability to:	
A1.	Plan the work of staff in order to achieve the department/institution's vision, values, mission, goals, etc.
A2.	Assess the work of staff in order to achieve the department/institution's vision, values, mission, goals, etc.
A3.	Direct the work of staff in order to achieve the department/institution's vision, values, mission, goals, etc.
A4.	Enforce rules and regulations with firmness, tact, and impartiality to promote socially acceptable attitudes and behaviors in order to gain compliance and promote a productive work environment.
A5.	Analyze situations accurately in order to adopt an effective course of action, prevent operational disruptions, resolve complex issues and complete assignments in the allotted timeframes.
A6.	Provide leadership in order to promote and maintain the organizational vision, values, mission, goals and objectives and to maintain safety of others and the security of the institution, etc.
A7.	Communicate effectively in order to provide information and/or direction/orders to staff, management, inmates, stakeholders and the public.
A8.	Establish, promote and maintain confident and cooperative relationships with other (e.g., departmental employees, contract employees, volunteers, the public, and other State/local agencies, etc.) to meet the department's vision, values, mission, goals and objectives, to promote collaborative participation, enhance morale and productivity, etc.
A9.	Support the department's Equal Employment Opportunity (EEO) objectives (e.g., sexual harassment prevention, discrimination prevention, etc.) in order to ensure a harassment free work place environment and create and maintain a fair and equitable work environment.
A10.	Provide direction, counseling and training to staff in order to ensure a productive work force, and create and maintain a safe, harmonious and stress-free work environment, etc.
A11.	Provide training to staff in order to create a knowledgeable work force, to enable staff to produce quality work and to enhance and/or provide upward mobility opportunities, etc.
A12.	Prepare/review/retain records (e.g., training, operational plans, use of force, inmate records, etc.) in order to retain critical data/information for litigation, historical data/past practice, managerial resources, etc.
A13.	Identify/recognize all institutional issues and operational resources available in order to maximize operational efficiency and provide support for various programs within a correctional setting.
A14.	Maintain confidentiality in order to ensure the integrity of sensitive/confidential information.
A15.	Review, edit, prepare and evaluate written documents to produce quality reports.
A16.	Understand inmate case factors in order to interpret them to others for appropriate action (e.g., housing, program placement, custody level, etc.)

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Ability to:	
A17.	Interpret and apply laws, rules, regulations, policies and procedures (e.g., EEO, ADA, "Use of Force" DPP, DDP, etc.) to ensure staff compliance.
A18.	Develop programs to meet the operational goals for the safe custody, discipline, and welfare of inmates in the custody of CDCR.
A19.	Respond quickly to emergency situations and take appropriate action in order to return to normal operation.
A20.	Gain the respect and cooperation of inmates/parolees, to promote and maintain a professional working environment.
A21.	Coordinate the custodial functions for programs providing health, welfare and rehabilitative services to inmates (e.g., religious services, special activities, etc.) to ensure safety and security.
A22.	Plan, organize, and prioritize workload to effectively manage the daily operations and to comply with mandated policies and timeframes.
A23.	Understand and respond to verbal/written instructions to develop the necessary skills and knowledge to perform the daily duties.
A24.	Prepare clear, concise and objective reports in order to accurately document incidents, use of force, appeal responses, etc.

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KSAPC Statements	
<i>Special Personal Characteristics:</i>	
SPC1.	Leadership qualities demonstrating emotional maturity, stability, tact, ethical/moral behavior, law abiding, self confidence, command presence, dedication to duty in order to effectively manage day to day operations/programs.
SPC2.	Objective understanding of persons under restraint in order to ensure safety and security.
SPC3.	Good personal and social adjustment for correctional work in order to effectively accomplish the Department's vision, values, mission, goals, etc.
SPC4.	Compliance with Departmental uniform and grooming standards in order to demonstrate a neat and professional appearance when representing the department and performing the duties as a Captain, Correctional Facility.
SPC5.	Courage in order to handle an emergency situation.
SPC6.	Alertness in order to be aware of your surroundings.
SPC7.	Demonstrate interest in and enthusiasm for working with the public, staff, and inmates in order to effectively accomplish the Department's vision, values, missions, goals, etc.
SPC8.	Demonstrate integrity and ethical behavior, on and off duty, in order to effectively accomplish the Department's missions.

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KSAPC Statements	
<i>Special Physical Characteristics:</i>	
SPHC1.	Normal/corrected to normal hearing, not less than 15/15 acuity in order to be in compliance with Peace Officer Standards and Training (POST) and safely perform assigned duties.
SPHC2.	Sound physical ability to effectively perform physical activities (e.g., bend, crouch, twist, kneel, crawl, climb stairs/ladders, lifting, etc.) related to conducting searches, arresting, securing contraband, accessing file cabinets, and entering and exiting a vehicle, etc. as necessary to perform required duties.
SPHC3.	Manipulate and operate equipment (e.g., firearm(s), chemical agents, cellular phones, hand-held radios, flashlights, computer equipment, mechanical restraints, etc.) to safely perform the required duties.
SPHC4.	See at a vision 20/60 uncorrected, 20/20 corrected in each eye and distinguish colors in compliance with (POST) in order to utilize weapons, detect and protect oneself and others, identify evidence, identify signs, etc., while performing required duties.
SPHC5.	Respond to a physically non-compliant inmate to gain compliance, control and effect an arrest, if necessary (e.g., weapon retention, block punch/kick, grab, twist-lock, push, take down, restrain, etc.) while performing required duties.